

Overview

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Tutorial on Using the Overview



The AI Assistant - Overview page is the first page you see after entering the management console. It provides an overview of the overall store's business operations. Next, we'll introduce the main modules of the overview page:

I. AI Assistant

The AI assistant displays the latest AI notification content. Click on this section to start a conversation with the AI assistant and inquire about solutions to various problems.

image.png

II. Business Data

The core of the business data section shows 8 data points, which are real - time data. Click on a data indicator to quickly jump to the corresponding page; click on the eye icon to hide the data display.

image.png

III. Quick Access to Commonly/Recently Used Functions

Displays quick access to custom commonly used functions and recently used functions. Click to quickly jump to the corresponding module for processing; click on the settings button next to the commonly used functions to open the custom settings pop - up window for commonly used functions.

image.png

IV. To - Do Items

Displays the store's current to - do items related to business operations. Click to quickly jump to the corresponding module for processing.

image.png

V. Recent Management

By default, it shows the recently created/edited management courses/live streams, etc. You can quickly view the views, sales volume, and the number of learners. It supports pinning for quick access to the courses/live streams you're interested in./Live Streamsaccess status;
image.png

VI. Top Bar

Store Information: Displays the current store's logo and name; hover to show more store information, including the version, expiration time, material space, traffic account, etc. Click to jump to the overview page.

Search: Search for functions, help content, and merchant cases.

elink Academy: Learn about function details, operation cases, etc., to help merchants grow quickly.

Notification Center: View in - store notification content.

Access Store: Click to quickly view the QR code and link for accessing the store.

Personal Account: Click to view information about the currently logged - in B - end personal account and access functions such as switching stores, help center, and logging out.

Switch Version: Switch to the old - version management console.

image.png

VII. elink Latest News

Product Updates: elink's latest platform announcements or feature updates. Click to view details.

Official Camps:Brings you the latest information about elink's official camps;

Today's Live Streams:Brings you the latest information about elink's official live streams;

elink Coaching Alliance: Access to the elink coach training alliance community;

Pre - sales/After - sales Service: Contact information for elink service staff.

image.png

Usage tutorial for [Common Features] on the Overview Page



I. Function Introduction

1. Freely pin the recently used functions as quick access entries. You can directly access the functions with a single click, which helps merchants improve the efficiency of using the management console. This function is supported on both the new and old versions of the management console, but the customized data is not interoperable.

II. Purpose of Use

Pin the quick access entries that merchants use frequently to help them access quickly.

III. Usage Scenarios

Merchants often need to access the [Order Management] function to ship products to users who have purchased goods. Merchants can pin the [Order Management] function to the frequently used functions and open it with a single click, which improves the efficiency of merchants using the management console.

IV. Operation Path

[New Version of Management Console]:

1. Left navigation bar - Frequently Used Functions

2. AI Assistant - Overview Page - Frequently Used Functions

[Old Version of Management Console]:

Navigation bar - Frequently Used

image (3).png

V. Usage Tutorial

[New Version of Management Console]:

(1) Step 1: Open Frequently Used

image.png

(2) Step 2: Add/Delete Frequently Used Functions

Click the settings button. In the settings pop - up window, Add/delete frequently used functions. You can quickly locate the frequently used functions of a certain section or search for the specific name of the frequently used function in the pop - up window.

image.png

[Old Version of Management Console]:

(1) Step 1: Open Frequently Used

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(2) Step 2: Add/Delete Frequently Used Functions

① Add: In the recently used section, the six functions that have been recently clicked are displayed. Move the mouse over the function entry and click [+] to add the function to the frequently used functions. You can add up to 10 functions. Click the function to jump to the function page.

image (5).png

② Delete: Move the mouse over the function entry and click [-] to delete the added function.

image (8).png